

Massachusetts Automated Civil Service (MaCS) powered by Neogov
On-line Hiring Center (OHC) User 2015 On-line Session Schedule



Date & Time	Topic	Audience
Tuesday, February 3, 2015 10:00 am - 11:00 am	Annual 67 Report Reminder Introduction – What is MaCS? - powered by Neogov Requisitions Create a New Requisition, Edit a Requisition, View Filled & Cancelled Requisitions Certification & Examination Requisitions Requisition Approval – if approval is needed from a local authority How to Approve or Deny a Requisition Fire & Police Promotional Title Eligible Lists in MaCS & Certification Delegation	All Users Fire & Police
Tuesday, March 10, 2015 10:00 am - 11:00 am	Annual 67 Report Reminder Introduction – What is MaCS? - powered by Neogov Requisitions Create a New Requisition, Edit a Requisition, View Filled & Cancelled Requisitions Certification & Examination Requisitions Requisition Approval – if approval is needed from a local authority How to Approve or Deny a Requisition Fire & Police Promotional Title Eligible Lists in MaCS & Certification Delegation	All Users Fire & Police
Monday, March 30, 2015 10:00 am - 11:00 am	Referral Lists - Entry Level View Referred Lists View Referred Candidate Applications On-line Print Examination Applications of Referred Candidates Print Referred Lists	All Users
Tuesday, April 14, 2015 10:00 am - 11:00 am	Record Candidate Offer, Acceptance and Mark Candidate as Hired Make An Offer and record Offer Date Enter Offer Response – Accepted or Declined Mark an Applicant as Hired Mark an Applicant as Rejected	All Users
Tuesday, May 19, 2015 10:00 am - 11:00 am	Bypass/Rejection Reasons	All Users
Tuesday, June 30, 2015 10:00 am - 11:00 am	Selective Certification Questionnaire EMT, Gender & Language Based	All Users
Tuesday, July 28, 2015 10:00 am - 11:00 am	MaCS Refresher and Q&A	All Users
Tuesday, August 25, 2015 10:00 am - 11:00 am	Fire & Police Promotional Title Eligible Lists in MaCS & Certification Delegation	Fire & Police Users
Tuesday, September 29, 2015 10:00 am - 11:00 am	Labor Service	State & City of Boston

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Tuesday, October 27, 2015 10:00 am - 11:00 am	Notice/Notification Templates How to create a Notice/Notification Template Interview, Conditional Offer of Employment, Hire	All Users
Tuesday, November 24, 2015 10:00 am - 11:00 am	Generate Mail Merge and Email Notifications	All Users
Tuesday, December 15, 2015 10:00 am - 11:00 am	MaCS Refresher and Q&A	All Users